

TITLE: State Approved Teacher Education Unit and Program Review Team Responsibilities

The Hawaii Teacher Standards Board approves the following responsibilities for State Approved Teacher Education (SATE) Review Team members:

HTSB SATE Review Team members are nominated by Hawaii Institutions of Higher Education, the Hawaii Department of Education and Hawaii specialized professional associations. Successful team members:

- read the Unit and/or Program Self Study Report and visit the professional education unit's website prior to a visit;
- use multiple evaluation tools effectively;
- have good interviewing skills;
- can analyze assessment data;
- work effectively as a team member;
- can keyboard, review online material, and use the web effectively;
- can clearly and comprehensively write their sections of the report; and
- are professional in all aspects of their HTSB work.

Institutions are allowed to veto members nominated to serve on teams only if it can be demonstrated in writing that a potential conflict of interest exists.

Reviewer Conduct

The approval process is by nature, sensitive; objectivity and credibility are essential. Review Team members should conduct themselves in a manner which will prevent both real and apparent conflicts of interest and/or unethical behavior.

HTSB Review Team members shall conduct themselves at all times while representing HTSB as thoughtful, competent, well prepared, and impartial professionals. To assure institutions and the public that HTSB reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the approval system, Review Team members should exclude themselves from HTSB SATE review activities which may represent an actual or perceived conflict of interest.

Bias

Reviewers shall:

1. not advance either personal agendas or non-HTSB-approved agendas in the conduct of approval reviews by attempting to apply personal or partisan interpretations of standards.
2. examine the facts as they exist and not be influenced by past reputation, media accounts, etc., about institutions or programs being reviewed.
3. exclude themselves from participating in HTSB SATE review activities if, to their knowledge, there is some predisposing factor that could prejudice them with respect to the approval of Units or Programs or application of a professional organization's guidelines.
4. exclude themselves from HTSB SATE review activities if "they are philosophically opposed to or are on record as having made generic criticism about a specific type of institution or program allowable under the standards." ("Principles, Protocols and Etiquette for the NASM Accrediting Commission." Reston, Virginia: National Association of Schools of Music, September 1998, p.7.)

Compensation/Gifts

1. Review Team members shall not request or accept any compensation whatsoever or any gifts of substance from the institution being reviewed or anyone affiliated with the institution. (Gifts of substance would include briefcases, tickets to athletic or entertainment events, etc.)

• If the giving of small tokens is important to an institution's culture, Review Team members may accept these tokens from the institution. (Tokens might include, for example, coffee mugs, key chains, tee shirts, etc.)

• If unsure, the Review Team member should err on the side of declining gifts of any kind.

2. Review Team members shall not expect elaborate hospitality during previsits

or visits.

Conflict of Interest

1. In order to avoid real or perceived bias in the review process, Unit and Program reviewers shall~~should~~ not participate in any decision-making capacity~~review process~~ if they have a close, active association with a Professional Education Unit or Program that is being considered for official action, or with faculty or staff members affiliated with the Program or Unit. Any relationship with the Unit or Program or any faculty or staff member shall be disclosed in writing to the HTSB prior to selection of the review team.

~~• A "decision-making capacity" includes serving on a Review Team of a Professional Education Unit or Program.~~

~~• A "close active association" includes:~~

~~—having been a member of the faculty or staff or a student at the institution within the past ten years ("student" includes persons having been enrolled in a significant course of study or degree program, or being a graduate of the institution);~~

~~—participating (on an individual basis) in a common consortium or special research relationship;~~

~~—having jointly authored research or literature with a faculty member at that institution;~~

~~—having an immediate family member attending or employed by the institution;~~

~~—having former graduate advisees or advisors employed by the institution. When supervision of dissertations is involved, personal prejudice is especially difficult to avoid and bias is often assumed.~~

~~—having applied for a position at the institution, professional organization, or state;~~

~~—having been a consultant at the institution within 10 years;~~

~~—having served as a commencement speaker, received an honorary degree from the institution, or otherwise profited or appeared to benefit from service to the institution, professional organization, or state.~~

2. Review team members are not eligible to participate on a team at a given institution if they previously served on an evaluation team for approval or state program approval review within the last five years.

Confidentiality

Confidentiality is an integral part of the approval process. Reviewers must have access to much sensitive information in order to conduct reviews. Review Teams must protect the confidentiality of this information. *Confidentiality has no expiration date—it lasts forever.*

1. Reviewers shall treat as confidential all elements of the HTSB approval process and information gathered as part of the process—documents, interviews, discussions, interpretations, and analyses—related to the review.

2. Reviewers shall not discuss in public places the particulars of a visit or the specifics of any case.

3. Review Team members shall not discuss details about an institution related to an approval visit with anyone other than team members before, during, or after the visit.

Adapted from National Council for Accreditation of Teacher Education (NCATE) Board of Examiners Roles and Responsibilities.

Submitted by: Jonathan Gillentine

Referred to: Teacher Education Committee

